FACULTY AGREEMENT FORM

Student’s Class Information (Please print legibly)
Name _____________________________  SFSU Student ID # ________________________
Coop Class _________ Unit(s) ____  Grading Option:  □ CR/NC*  or  □ Letter Grade**

Faculty Sponsor’s Information
Name ___________________________________  Department ________________________
E-mail ______________________________   Phone ________________

Faculty Sponsor’s responsibilities are:
• Write a Support Letter for international students (a template can be found at www.sfsu.edu/~oip).
• Approve student’s Learning Objectives.
• Monitor student’s progress by reviewing and providing feedback via emails and
  make sure student meets Learning Objectives.
• Review student’s Final Report and recommend a CR/NC grade or a letter grade to
  Cooperative Education Program by the last day of the final week.

I agree to sponsor and monitor _____________________________________ during his/her
(Student’s Name)
internship/job placement and fulfill my responsibilities as Cooperative Education Faculty

Sponsor for ___________________.
(Semester/Year)

Faculty Sponsor Signature ___________________________________________  Date ____________

Final recommended grade: __________
(Final grade can be adjusted by the Director of the Cooperative Education Program.)

*With CR/NC grading option, student will arrange with faculty advisor the frequency of their meetings and/or email communications.
** Need Cooperative Education Director’s approval in order to sign-up for a letter grade grading option. With letter grade grading
option, student is required to email his/her learning progress weekly to his/her Faculty Advisor and to cooped@sfsu.edu.